



North Carolina Department of Health and Human Services
Division of Budget and Analysis
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Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

James B. Slate, Jr., Director

December 7, 2006

MEMORANDUM #2006-11

TO: Division Directors
Office Directors
Budget Officers

FROM: Jim Slate 

SUBJECT: Travel Directive Amendment

In a memorandum dated November 6, 2006, from the Office of State Budget and Management, all Departments were notified that Section 5 of the Travel Section has been amended. Employees who **have access to motor pool or to motor pool vehicles permanently assigned to their agency**, may elect to drive their personal vehicles versus driving a motor pool vehicle or permanently assigned agency vehicle.

- For round trip mileage of 60 miles or less, reimbursement will be at the IRS mileage rate.
- For round trip mileage in excess of 60 miles, employees will be reimbursed at the prevailing motor pool rate.

Employees who do **not have access to motor pool and/or agency assigned motor fleet vehicle** will be reimbursed at the prevailing IRS mileage rate regardless of the mileage involved in the trip. Lack of access must be documented and attached to the travel reimbursement request.

The following policies remain in effect:

- The IRS business mileage rate as of January 1, 2006, is 44.5 cents per mile.
- Mileage reimbursement rates set by any other law by reference to G.S. 138-6(a)(1) are established at 25.0 cents per mile, NOT the IRS rate.
- Mileage is measured from the closer of duty station or point of departure to destination (and return).

If you have any questions, please contact your Budget Analyst in this office.

JBS:gg

Attachment

Cc: Carmen Hooker Odom
Dr. Allen Dobson
DHHS Budget Analysts

Dan Stewart
Jackie Sheppard



STATE OF NORTH CAROLINA
OFFICE OF STATE BUDGET AND MANAGEMENT

MICHAEL F. EASLEY
GOVERNOR

DAVID T. MCCOY
STATE BUDGET DIRECTOR

November 6, 2006

MEMORANDUM

TO: Department Heads and Chief Fiscal Officers

FROM: David McCoy

A handwritten signature in black ink that reads "David McCoy".

SUBJECT: Temporary State Budget Manual Revision

On January 26, 2001, Section 5 of the Travel Section governing reimbursement for the use of personal vehicles was revised as follows:

“All departments and agencies may now reimburse state employees the motor fleet rate for mileage when a state-owned vehicle is available, and the employee chooses to use his/her own vehicle”

Effective immediately, all departments and agencies may reimburse state employees at the statutory rate when using their personal vehicle for state business when: (1) the round trip does not exceed 60 miles or, (2) a state-owned vehicle is not available.

If you have any specific questions, please contact your Budget Analyst.

dmc/db